



**MobilexUSA Report, Image and Billing Portal**

**January 2014**

<b>CUSTOMER ACCESS.....</b>	<b>3</b>
<b>SYSTEM REQUIREMENTS .....</b>	<b>5</b>
<b>WEB APPLICATIONS.....</b>	<b>5</b>
ADMINISTRATOR .....	5
RADIOLOGY.....	5
<i>View Cases</i> .....	6
<i>Patient Search</i> .....	7
Searching for Patient.....	8
Filtering for Claim .....	8
<i>Navigating the Selection List</i> .....	8
<i>Reports</i> .....	9
Viewing Reports .....	9
Printing Reports .....	10
Example of Preliminary and Final Reports .....	10
Viewing Images with the ULite Viewer.....	11
Using the Magnifying Glass.....	11
Image Adjustment Tools.....	12
Selecting Different Images .....	14
Exiting the ULite Viewer.....	14
ONLINE ORDER ENTRY.....	15
<i>Date of Service</i> .....	15
<i>Priority</i> .....	15
<i>MobilexUSA Patient ID</i> .....	16
Searching for a Patient .....	16
Adding a Patient.....	16
<i>Wing/Unit</i> .....	17
<i>Room</i> .....	17
<i>Medical Record Number</i> .....	18
<i>Entering Exam/s</i> .....	18
Exam .....	18
Procedure .....	18
Laterality (LT / RT) .....	19
Follow Up .....	19
ICD's (Diagnosis Codes) .....	19
Reason for Exam.....	20
Exam Comments .....	20
Hospice Flag .....	20
<i>Entering the Ordering Doctor</i> .....	21
Searching .....	21
Adding a Doctor.....	22
<i>Special Instructions</i> .....	22
<i>Reason for Portable Exam</i> .....	22
<i>Compliance</i> .....	23
BILLING.....	24
<i>Activity Reports</i> .....	25
Insurance Type Entry .....	26
Per Diem Entry .....	27
PRINT AND FAX ACTIVITY REPORT .....	28
<i>Invoices</i> .....	29
OTHER TOOLS .....	29
<i>Help</i> .....	29
<i>Logoff</i> .....	29
<i>User Management</i> .....	30

## Customer Access

To access the MobilexUSA Customer Access web page, go to the MobilexUSA home page at [www.mobilexusa.com](http://www.mobilexusa.com) and place the mouse over “**Customer Access**” menu option located at the bottom left side of the home page, click the “**Results & Images**” link.

**24 Hour Customer Service**

Fast forward! MobilexUSA brings you the mobile technology of tomorrow — TODAY!

As America's leading provider of mobile imaging services, our MobilexUSA X-Ray technologists and sonographers travel to more than 7,000 facilities located throughout most of the United States. MobilexUSA has been serving patients in healthcare facilities and institutions for over 35 years and has built an outstanding reputation for availability, responsiveness, quality, and patient comfort. Our highly-qualified personnel and advanced technological capabilities allow us to deliver high quality, Digital Radiography, ultrasound, electrocardiogram, and other Mobile Clinical Services 24 hours a day, every day... With over 1,200 licensed technologists and sonographers we provide services to long-term care and healthcare facilities, nursing homes, rehabilitation hospitals, home care and hospice agencies, correctional institutions, occupational medicine and professional sports franchises. Our goal is to continue to provide extraordinary care to patients, wherever they are, whenever they need us.

**Mission Statement**

MobilexUSA employees are a group of dedicated professionals and technical staff whose mission is to provide seamless comprehensive mobile diagnostic services to customers in a variety of settings. We practice the highest moral and ethical standards in service delivery and provide excellent customer service.

Facility Contact Information:  
Bill Glynn, President: 800.821.8238  
bill.glynn@mobilexusa.com

Results & Images  
Order Entry  
CUSTOMER ACCESS EMPLOYEE ACCESS

This will redirect you to the MobilexUSA Report, Image and Billing Portal login page at <https://support.mobilexusa.com/mxlive>

- Enter your User ID and Password and click LOGIN
  - If you do not have or have forgotten your user name and password please contact your Facility Administrator to create an account or reset your password.
  - If you have previously set your secret question and answer, you can reset your password using the “**Forgot Password**” link.

← → ↻ https://support.mobilexusa.com/mxlive

**Mobilex<sup>USA</sup>**

**Login**

User:

Password:

[Forgot Password ?](#)

**Welcome to the MobilexUSA On-Line System**

This system provides the MobilexUSA Customers the ability to view and/or print their current cases

If you are a current MobilexUSA Customer please call 800.821.9236 to setup your account or [Click Here](#) to email a request.

MobilexUSA Report, Image and Billing Portal

- To enter the portal click “Agree” to the System Use and Consent agreement. If “Decline” is selected the user will be logged out.

← → ↻ https://support.mobilexusa.com/mxlive

**Mobilex<sup>USA</sup>**

**System Use and Consent**

Thank you for using the MobilexUSA Electronic Records System. By using our system to access our patient database, you agree to protect the privacy, maintain the confidentiality, and provide for the security of the patient information accessed, in accordance with all applicable federal, state and local laws and applicable business agreements that apply to this information, including but not limited to your responsibilities as a covered entity under the Health Insurance Portability and Accountability Act (HIPAA) privacy and security regulations, and the Health Information Technology for Economic and Clinical Health (HITECH) Act.

[Agree / Decline](#)

# System Requirements

## Viewer Requirements

- CPU: Intel Core2Duo CPU (E2140 or higher)
- Memory: DDR2 PC2-6400 2GB or higher
- HDD: SATA/SATA2 HDD (Faster is better)
- VGA: ATI Radeon HD 3850 512MB (or higher)
- LCD Monitors: 1280 x 1024 x 32bpp display or higher
- Fast Ethernet Network Interface Card
- Gigabit Ethernet Network Interface Card (optional)

## Software requirements

INFINITT ULite Viewer uses HTML5 API. The recommended Browsers are as follows:

- Microsoft Internet Explorer 9.0 or higher
- Google Chrome 16.0 or higher
- Apple Safari 5.1 or higher

## Web Applications

Four web applications can be enabled.

**Administrator:** Enables a facility designate to manage facility users. This user will have the access needed to create users, delete users and reset passwords for facility users.

**Radiology:** This web application enables current MobilexUSA Clients, Ordering and Consulting Physicians access to search for claims to view diagnostic reports, and images

**Billing:** This web application enables current MobilexUSA client's access to view and submit patient activity reports. Access to this application must be coordinated with the MobilexUSA Billing Department.

**Orders:** This web application enables current MobilexUSA client's access to enter order request, X-Ray, Ekg, Ultrasound, Holter.

### ***Administrator***

An administrator is a user that has access to create and modify users. There are three administrator types. Please refer to the Admin Guide for detailed information regarding the Administrator type user

### ***Radiology***

The Radiology Application has two methods for searching for patients.

1. **View Cases:** This option is available for all Radiology Application Users
2. **Patient Search:** This option is only available for non-facility accounts. Accounts created for Ordering Physicians, Referring Physicians, and Nurse Practitioners.

## View Cases

The search criteria screen enables the user to search for claims using four different types of searches.

- **Case Number** – A case number is a unique claim identifier that is assigned by the MobilexUSA dispatching system.
  - Enter the claim number and click search to view a specific claim.
- **Last # Cases** – Entering a number will display that number of most recent claims.
  - **Example:** If a 5 is entered, the five most recent claims will display in the work list.
  - **Note:** The larger the number entered here the longer the retrieval time and the more cases you will have to view.
- **Patient Search** -
  - **Patient Last Name** – Enter the patient’s last name and click search. The last name **MUST** be entered for a patient search and the entire name must be entered.
  - **Patient First Name** – Enter the patient’s first name along with the last name to narrow down your search.
- **Date of Service Search** - Entering a Date of Service range will display claims between the Beginning DOS and Ending DOS
- **Medical Record Number** – This field is used to search by the ID the facility uses to indentify the patient. This search can only be used if MobileX captures the medical record / inmate number at the time of order entry.

Enter the data to be search in the appropriate field/s and click the **Search** button. To clear all search criteria click the **Reset Search** button.

- Example #1 shows a blank search screen
- Example #2 shows a search screen with a list of exams.

### Example #1

The screenshot displays the MobilexUSA Case Search interface. At the top, the browser address bar shows the URL: <https://support.mobilexusa.com/mxlive/Default.aspx?appname=Radiology&tabname=View%20Cases>. The page header features the MobilexUSA logo and a facility identifier: "Facility: 18358 - WEB REPORT EXTENDED CARE". A navigation bar includes links for "Radiology", "Billing", "User Management", "Help", and "Logoff". The main content area is titled "View Cases" and contains a "Case Search" form. The form includes input fields for "Case Number", "Patient Last Name", "Patient First Name", "Medical Record Number", "Last (#) Cases", "Beginning DOS", and "Ending DOS". There are also checkboxes for "Group by Date of Service" and buttons for "Search" and "Reset Search". A note at the bottom of the form states: "Note: Please use ] character for wildcard search at the end of first or last name".

## Example #2

Facility: 18358 - WEB REPORT EXTENDED CARE

**View Cases**

**Case Search**

Case Number:  Last (#) Cases:  Beginning DOS:

Patient Last Name:  Patient First Name:  Ending DOS:

Medical Record Number:

Note: Please use **|** character for wildcard search at the end of first or last name

☐ Group by Date of Service

Case #	DOS	Patient Name	Facility	DOB	Report Status	Img	Exam
7900497	07/09/2009	GRIFFIN,PETER	WEB REPORT EXTENDED CARE	01/01/1980	Final		EKG
4799340	03/06/2006	GOODING, JR,CUBA	WEB REPORT EXTENDED CARE	11/08/1971	Final		CHEST ABDOMEN
4799342	03/06/2006	PETER,GUNN	WEB REPORT EXTENDED CARE	02/28/2005	Preliminary		OBSTRUCTION SERIES (ABDOMEN)

Page 1

After a work list is returned please refer to [“Navigating the Selection List”](#)

## Patient Search

The Patient Search tab allows physicians to search for patients. This differs from the View Cases tab as you do not have to be the ordering physician or Practioner. This allows users to search for patients that are known to them.

Click on the Patient Search Tab

**Patient Search**

By accessing the MobilexUSA Electronic Records System and reviewing the patient information contained in our database, you agree to not to use and/or disclose the patient information for any purpose in violation of federal, state and local laws and applicable business agreements. You also agree to notify us immediately at (866) 654-6699 of any misuse, unauthorized access, use or disclosure, or any other violation of the privacy, confidentiality and security of patient information related to this Electronic Records System.

A privacy statement must be agreed to before the user is allowed to proceed.

There are two steps in searching for Reports and Images under the Patient Search option.

1. Searching for Patient
2. Filtering for Claims

## Searching for Patient

There are four fields of data that can be used to search for a specific patient. Only two are required.

- **Case Number**
  - This is a MobilexUSA case number (aka: Claim Number or Accession Number)
- **Last Name, First Name** (This is treated as one field)
  - The entire last name is required
  - Only the first letter of the first name is required.
- **DOB**
- **SSN (Last 4 digits)** The last four digits of the patients social security number.



The screenshot shows a web browser window with the URL <https://support.mobilexusa.com/Mxinfinit/Default.aspx?tabindex=1&tabid=8>. The page features the MobilexUSA logo at the top. Below the logo is a navigation bar with tabs for "View Cases" and "Patient Search", and links for "Radiology", "User Management", "Help", and "Logoff". The "Patient Search" tab is active. The search interface includes a "Patient Case Search" header and four input fields: "Case Number", "Last Name", "First Name", "DOB", and "SSN (Last 4 digits)". There are "Patient Search" and "Reset All Filters" buttons at the bottom of the search area.

After entering the search criteria, click **Patient Search**, any matches to the patient search will display as shown below

## Filtering for Claim

Although the top section of the screen differs from the View Cases Tab, the selection list and its functionality remain the same.

## Navigating the Selection List

The selection list is located below the search fields and is only visible after a search is performed.



← → ↻ <https://support.mobilexusa.com/Mxinfinitt/Default.aspx?appname=Radiology&tabname=View+Cases> ☆ ☰

**Mobilex** USA

Facility: 18358 - WEB REPORT EXTENDED CARE

Radiology | Billing | User Management | Help | Logout

**View Cases**

**Case Search**

Case Number <input type="text"/>	Last (#) Cases <input type="text" value="3"/>	Beginning DOS <input type="text"/>
Patient Last Name <input type="text"/>	Patient First Name <input type="text"/>	Ending DOS <input type="text"/>
Medical Record Number <input type="text"/>		

Note: Please use **]** character for wildcard search at the end of first or last name

☐ Group by Date of Service

Case #	DOS	Patient Name	Facility	DOB	Report Status	Img	Exam
7900497	07/09/2009	GRIFFIN,PETER	WEB REPORT EXTENDED CARE	01/01/1980	Final		EKG
4799340	03/06/2006	GOODING, JR,CUBA	WEB REPORT EXTENDED CARE	11/08/1971	Final		CHEST ABDOMEN
4799342	03/06/2006	PETER,GUNN	WEB REPORT EXTENDED CARE	02/28/2005	Preliminary		OBSTRUCTION SERIES (ABDOMEN)

Page 1

There are eight columns on the selection list. Clicking on the column header will sort the column in ascending order, clicking again will sort the column in descending order.

- **Case #** -Displays the unique MobilexUSA claim ID.
- **DOS** -Date of Service of the current listed case number.
- **Patient Name** – Patient’s name of the current listed case number.
- **Facility** – Full name of Facility for current patient.
- **DOB** – Patient’s date of birth.
- **Report Status**
  - Preliminary Report – Initial diagnostic impression.
  - Final Report - Detailed diagnostic signed report.
- **Img** – The presence of one of the following icons indicates there are images available to be viewed.

**NOTE:** This is an optional feature; please contact your MobilexUSA Sales Representative for more information.



- This icon indicates viewer is activated.
  - See [Viewing Images with the ULite Viewer](#) for instruction on how to use the image viewer.
- **Exam** – List of exams completed at time of study.

## Reports

Diagnostic reports can be viewed and printed; Adobe Reader is required to perform this task. Most computer systems have Adobe installed, attempting to open a report without Adobe will not harm you computer, however you will get an error message that it needs to be installed. Adobe can be downloaded and installed free of charge at <http://get.adobe.com/reader/>

## Viewing Reports

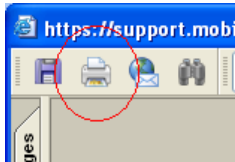
### System Requirements

- Same as System requirements for the Radiology Application
- Adobe Reader must be installed.

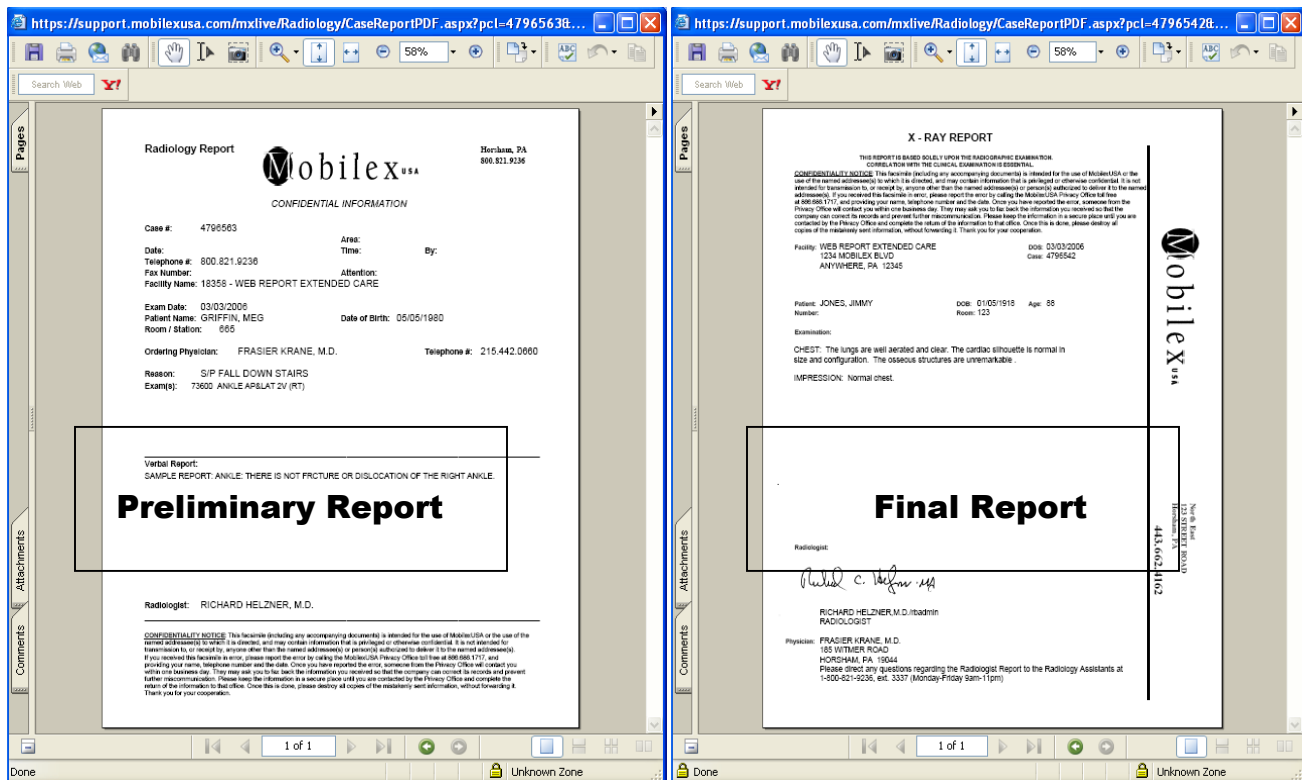
Click on the **Case Number** to display the report. The Preliminary or Final report will open using and Adobe PDF reader.

## Printing Reports

To print the report; click the print button, usually located at the top left side of the PDF Reader screen.



## Example of Preliminary and Final Reports



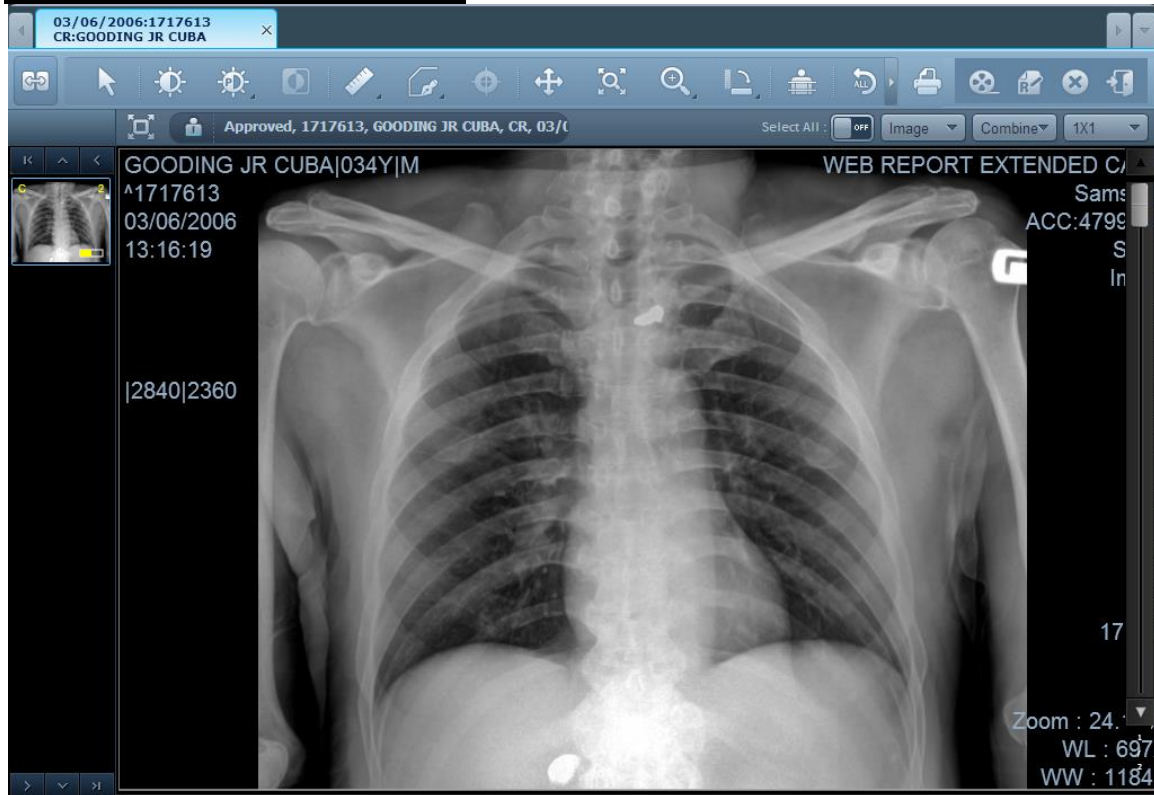
## Viewing Images with the ULite Viewer

After a patient's profile has been found and opened in the View Cases screen, a user has the option to view and manipulate the actual exam images. This is done by clicking once on the Image Viewer Icon.



Clicking the Image Viewer Icon will launch the viewer program.

### MobilexUSA ULite Image Viewer



The Image Viewer has three sections; the full image section on the right, the tools section across the top and the image thumbnail section on the left. The Image Viewer allows the user to:

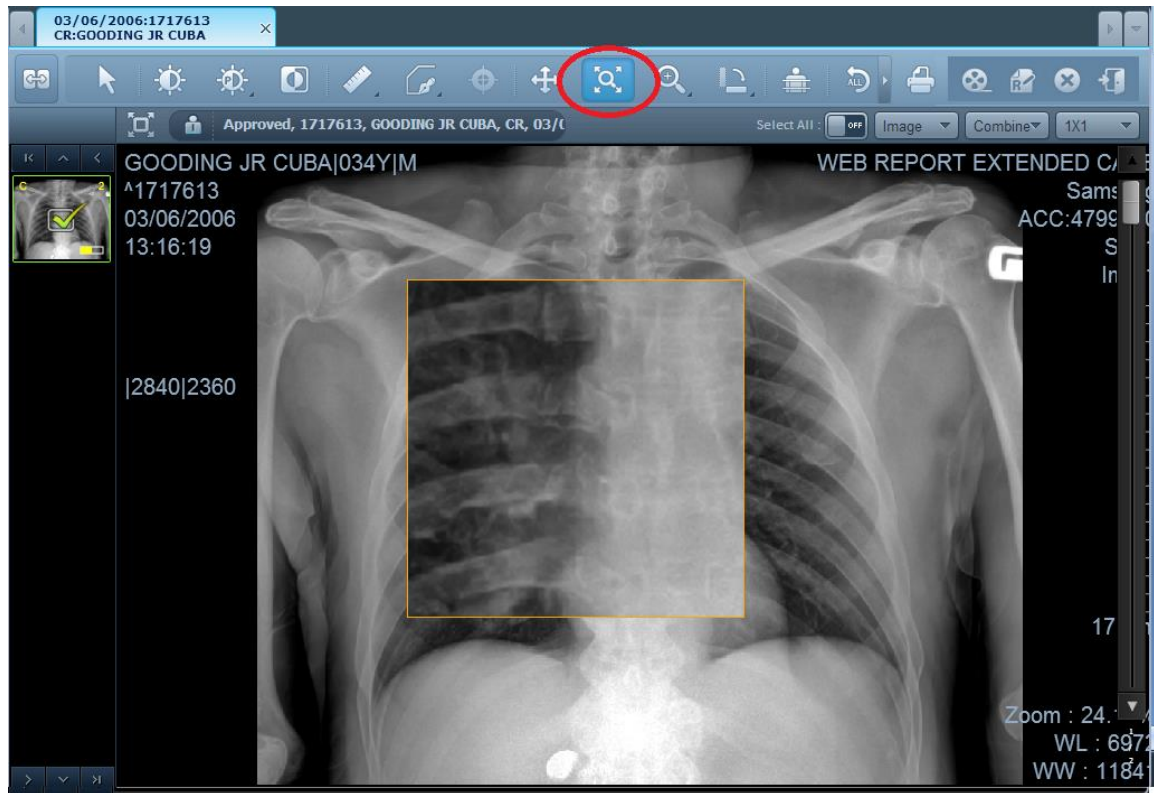
- Magnify and Zoom
- Flip and Rotate
- Easily cycle through multiple images
- Display Patient Information
- Adjust the Contrast and Brightness
- Flip and Rotate the Images

### Using the Magnifying Glass



- Use this icon to activate and start using the Magnifying Glass. It's located in the Tools Section running across the top of the image and circled in the image below. Once

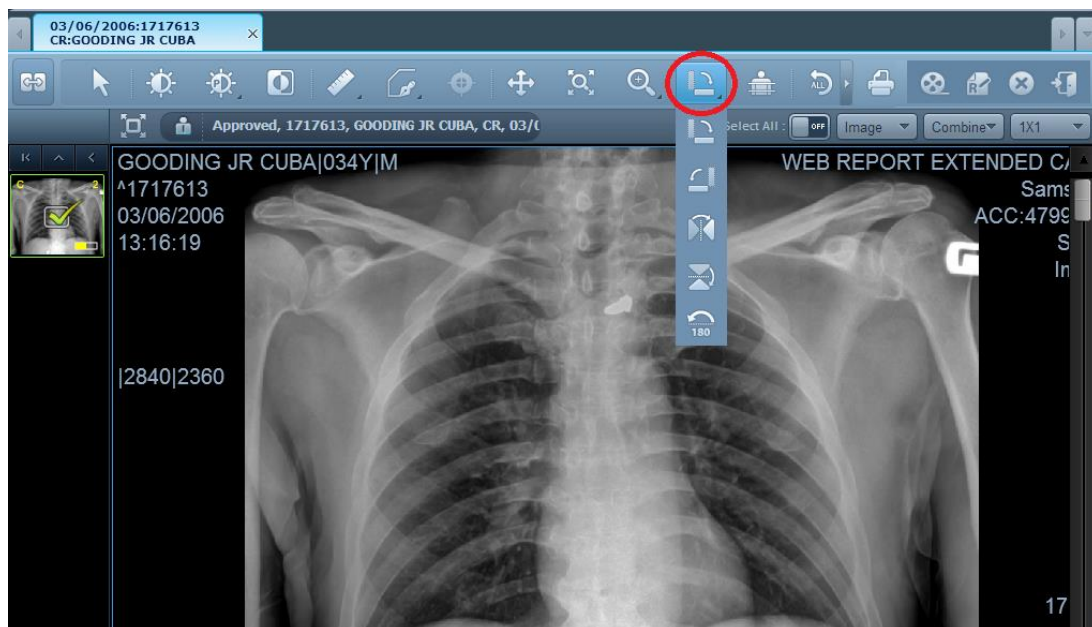
the magnifying glass is activated, move the mouse to pan the magnifying glass over the image. This will zoom the selected section of the image to be a larger size.



### ***Image Adjustment Tools***



Use this icon to activate the Rotation tool, launched from Tools Section running across the top of the image. The Image Viewer allows the user to flip the image both vertically and horizontally, rotate the image left and right as well as image invert.



## Flip and Rotate

Clicking either of these buttons will flip the image either vertically or horizontally.



Clicking either of these two buttons will rotate the image either to the left or to the right 90° at a time.



Clicking the below will invert the image or show it 180 degrees rotated from its current view.



Normal Image



Inverted Image

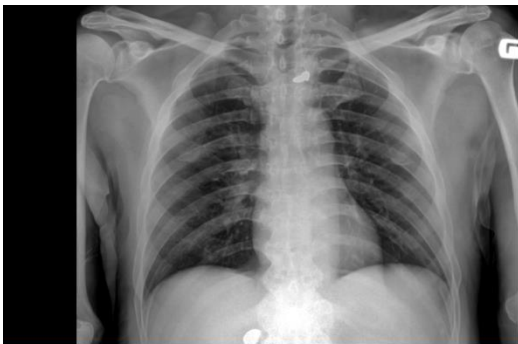


## Patient Information Overlay

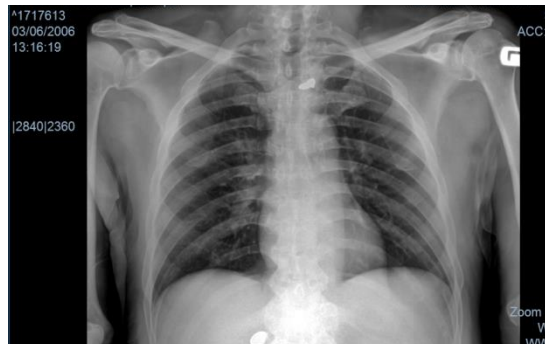


Clicking this button will display the patient information within the corners of the image which includes Patient Name, Date of Service, Facility Name and more.

No Patient Overlay



With Patient Overlay





### ***Selecting Different Images***

To cycle through multiple images within the viewer, use either your mouse's scroll wheel or the selection bar on the right hand side. At the far bottom-right of the screen, you can view the total number of images and which is currently being viewed. In the example below you can see the claim has 3 images and currently viewing image two of three ( 2 / 3 )



### ***Exiting the ULite Viewer***

Once a user has completed the viewing of an image, you may close the viewer and return back to the search screen. Close the ULite image viewer tab of your internet browser and the system will return back to the MobilexUSA MXLive webpage where you may log out completely or search for another patient or exam.

## Online Order Entry

Note:

- It is best to press the TAB key to cycle through the input fields.
- Required fields are identified with a red asterisk ( \* )

### MobileUSA Online Order Entry Screen.

Logoff Customer Employee Main Menu

**Mobilex<sup>usa</sup>**

**Facility Order Entry**

Facility Name: ABC MANOR NURSING CENTER, INC.  
101 ROCK ROAD,  
HORSHAM, PA 190440001  
Region - TT Customer Service #: 800-821-9236

Date of Service: \* 01/06/2016 Monday  
Priority: \* (please select)  
MobilexUSA Patient ID: Search Add Patient  
Patient Name: Hospice Coverage: \*  
Wing/Unit: \* (please select)  
Room: \*  
MRN: \*

To add multiple exams click the "+" key to the left of the EXAM field

EXAM	Proc.	LT / RT	Description	Follow Up	ICD1	ICD2	Reason For Exam	Exam Comments	Accession Number	Hospice Flag (Select)
x		NA		No						

Ordering Doctor: \* Search Add Doctor

Special Instructions / Comments: Condition of the patient that indicates why portable xray is necessary  
Please Select

\* - Denotes Mandatory Field

Submit Clear Fields

### Date of Service

- The date of service is defaulted to the current date. If a different date is desired, click the calendar to display and select another date of service.

<< < January 2014 > >>

S	M	T	W	T	F	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Today

### Priority

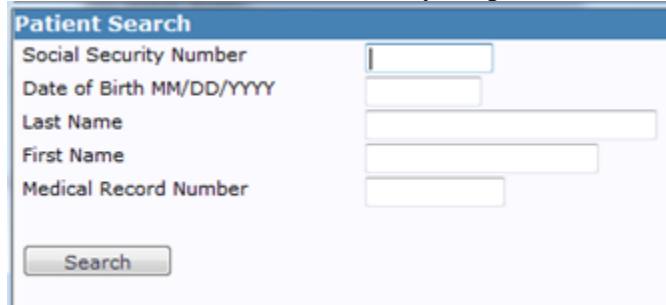
- Select Priority of Claim from the dropdown list.
  - Normal
  - Stat

## MobilexUSA Patient ID

- This is the MobilexUSA MRN, it can be found on prior Mobilex diagnostic reports. However, it can be searched.
- Search for a patient prior to manually adding a new patient

## Searching for a Patient

- Click **SEARCH** to Search Start your patient search



**Patient Search**

Social Security Number

Date of Birth MM/DD/YYYY

Last Name

First Name

Medical Record Number

- Enter known information about the patient
  - Last Name and DOB is the recommended search, a list of patients that match your search criteria will display



**Patient Search**

Social Security Number

Date of Birth MM/DD/YYYY

Last Name

First Name

Medical Record Number

MobilexUSA Patient ID	Last Name	First Name	Social Security Number	Date of Birth	Medical Record Number
1837471	SMITH	JOHN	000000444	03/01/1923	xxx

Select the patient by Clicking on the Mobilex Patient ID

## Adding a Patient

- Click **Add Patient** to manually enter a patient
  - Fields with the \*asterisk are mandatory.
- Add the patient demographic information and insurance information.
- Click **Submit**



- The Patient Information Screen will display
  - Review and edit where appropriate and click **Submit**

## Wing/Unit

- Select a Wing / Unit from the drop down
  - Each wing/unit has an associated fax number, selecting the correct unit will ensure the final report is faxed back to the appropriate unit.

## Room

- Enter the room number of the patient.
- If there is no Room enter the location of the patient
  - Example: Medical or Infirmary

## Medical Record Number

- This is the MRN of the facility. This is not Mobilex's patient ID.
- This is often used for Inmate #'s or Nursing Facility MRN.

Wing/Unit \* (please select) ▼  
Room \*  
Medical Record Number \*

## Entering Exam/s

### Exam

- Enter the exam by clicking the **EXAM** on the column header

\*Xrays

EXAM	Proc.	LT /RT	Description	Follow Up
		NA		No

- This will launch the exam lookup function.
- Select the desired exam
- To refine your search, enter text in the **Exam Desc** and click **Refine**.

**Exam Lookup**

Exam Code	Exam Desc
330	30 DAY EVENT MONITORS
1	ABDOMEN
2	ABDOMEN (KUB)
3	ABDOMEN (OBSTRUCTION SERIES)
4	AC JOINTS
5	ANKLE
860	BONE AGE STUDIES
830	BONE DENSITY STUDIES
6	CHEST
97	CHEST - 2 VIEW (AP & LAT)
8	CLAVICLE
9	COCCYX
746	CT PREC VERTEBROPLASTY EA VERT CT
747	CT RECONSTRUCTION 3D
700	CT SCAN

Page 1 of 11  
Select Page Previous Next  
Go to Page

**Refine Search**

Exam Desc  
Refine

## Procedure

- Follow the same steps above for the the Procedure code for each exam ordered.
- When you click on the **PROC** header, the system is designed only to display the procedures allowed for the specific exam selected in the prior step.

Procedure selection

Procedure	Description
74000	ABDOMEN LV / KUB
74010	ABDOMEN W OBLIQUE AND CONE
74020	ABDOMEN INC DECUBITUS OR ERECT
74022	ABDOMEN MIN 2V & CHS 1V

Page 1 of 1  
 Select Page Previous Next  
 Go to Page  
 Refine Search  
 Proc Desc  
 Refine

## Laterality (LT / RT)

- If required you will need to specify right or left.
- If the LT/RT modifier is not required, “NA” will default in the laterality field.

LT /RT

NA

## Follow Up

- Select whether or not the exam is a follow up Yes or No.

Follow Up

No

## ICD's (Diagnosis Codes)

- Select the Diagnosis by clicking on the **ICD** buttons.

To add multiple exams click the "+" key to the left of the EXAM field

\* \*Xrays

EXAM	Proc.	LT /RT	Description	Follow Up	ICD1	ICD2	Reason For Exam	Exam Comments	Accession Number	Hospice Flg
		NA		No						(Select)

- By clicking on the **ICD** buttons you will get the ICD Code search function. Make your selection by clicking on the ID.
- The system is designed to display ICD's that are related to the exam selected.

ID	ICD-9 Description
787.3	ABDOMINAL DISTENSION
789.30	ABDOMINAL OR PELVIC SWELLING MASS OR LUMP UNSPECIFIED SITE
789.02	ABDOMINAL PAIN LEFT UPPER QUADRANT
789.01	ABDOMINAL PAIN UPPER RT
789.00	ABDOMINAL PAIN, UNSPECIFIED
787.5	ABNORMAL BOWEL SOUNDS
786.7	ABNORMAL CHEST SOUNDS-RALES
V70.3	ADMISSION TO NURSING HOME
V70.0	ANNUAL/ROUTINE EXAMINATION
V55.4	ARTIFIC OPEN DIG TRACT/J TUBE
578.1	BLOOD IN STOOL
592.0	CALCULUS OF KIDNEY
592.1	CALCULUS OF URETER
786.50	CHEST/RIB PAIN, UNSPECIFIED
564.00	CONSTIPATION

Page 1 of 5  
 Select Page  Previous Next

**Refine Search**  
 Description

## Reason for Exam

- Enter the reason the exam
  - The reason for the exam can be different than the ICD description
  - The ICD could be “COUGH” while the Reason for Exam is Rule out CHF

## Exam Comments

- This is not a required field but is used to denote an special information related to the specific exam
  - Example – If a chest is ordered and appropriate comment would be (Patient has pacemaker)

Reason For Exam	Exam Comments
<input type="text"/>	<input type="text"/>

## Hospice Flag

- In an earlier step it was identified if the patient is currently on Hospice.
- This field is to identify if the exam being performed is related to the patient’s current hospice diagnosis.

Hospice  
Flg

(Sel)

(Select)

Yes  
No  
Unknown

## Entering the Ordering Practitioner

Although the field is labeled Ordering Doctor, this field is used to select the person that is ordering the exam. In some instances this could be a Nurse Practitioner or a Physician Assistant.

Ordering Doctor \*  [Search](#) [Add Doctor](#)

## Searching

- Click on Search to find the ordering doctor.

**Doctor Search**

Last Name   
First Name   
City   
St   
Telephone

Doc No	Last Name	First Name	City	St	Telephone
103044	MOBILEX	DOCTOR	HORSHAM	PA	215.442.0660

Page 1 of 1  
Select Page

**Refine Search**

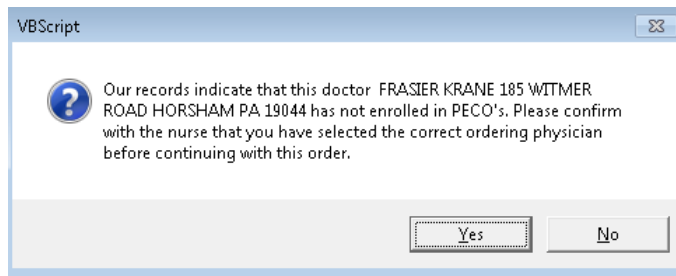
Last Name   
First Name   
City   
St   
Telephone

- Enter the doctor's last name and first name then click search. This will give you a list of doctors based on your search criteria.
  - Last and First Name are the best way to search for doctors in the database.
  - Partial Names may also be used.
- If the ordering doctor appears select by clicking on the Doc No. shaded in Blue.
- This will populate the ordering doctor field with the doctor you selected

Ordering Doctor \*  [Search](#)

MOBILEX, DOCTOR  
101 ROCK ROAD  
HORSHAM, PA 19044-

- PECOS Warning**
  - If the ordering Physician is not enrolled in PECOS the following message will appear. If the ordering physician is correct click **Yes**, Click **No** to return to the doctor search screen.



## Adding a Doctor

If the ordering doctor is not found a doctor may be manually added to the system.

- Click **Add Doctor**.

Ordering Doctor \*  [Search](#) [Add Doctor](#)

- Enter the required information
  - First Name, Last Name, Telephone
  - Enter the address if available

**NEW DOCTOR ENTRY**

First Name \*

Last Name \*

Telephone \*  -  -

Address Line 1

City

State

Zip

\* - Denotes Required Field

- 
- Click **Submit**

## Special Instructions

Special Instructions /

Comments

- This field is a free text field used to add any notes or comments regarding the visit.
  - Example: (Example: patient is out of building until (time) or the patient needs to be medicated 30 minutes prior to exam.)

## Reason for Portable Exam

- Please select the condition of patient that indicates why a portable xray is required.

Condition of the patient that indicates why portable xray is necessary

Please Select

Condition of the patient that indicates why portable xray is necessary

Please Select

- Please Select
- Advanced Age/Non-Ambulatory
- Altered Mental Status
- Alzheimer's
- Bedridden/Non-Ambulatory
- Dementia
- Fall Risk
- Mentally Challenged
- Non-Ambulatory
- Obese
- Other
- Oxygen Dependent
- Patient Fell/Non-Ambulatory
- Patient Weak/Non-Ambulatory
- Quadriplegic
- Risk Of Infection
- Senile
- Unresponsive

- If Other is selected, enter text in the field below.

Condition of the patient that indicates why portable xray is necessary

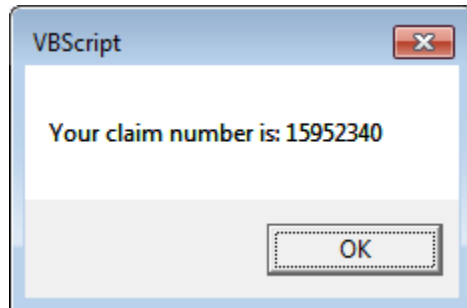
Other

- Click **Submit**.

## Compliance

The Compliance Screen will launch.

- Answer the compliance question and enter your first name, last name and title and click Submit to finalize the order and display the claim number



## Billing

The billing portal enables the MobilexUSA Clients gain access to review activity reports, provide insurance type information and view & print Mobilex invoices.

You will be notified by email when your activity report is available. The email will contain a link that will bring you to the MobilexUSA MXLive login page.



The screenshot shows a web browser window with the address bar displaying <https://support.mobilexusa.com/mxlive>. The page features the MobilexUSA logo at the top. Below the logo is a login form with fields for 'User:' and 'Password:', a 'Forgot Password ?' link, and a 'Login' button. To the right of the login form, there is a welcome message: 'Welcome to the MobilexUSA On-Line System'. Below this message, it states: 'This system provides the MobilexUSA Customers the ability to view and/or print their current cases'. Further down, it says: 'If you are a current MobilexUSA Customer please call 800.821.9236 to setup your account or [Click Here](#) to email a request.' At the bottom of the page, there is a footer that reads 'MobilexUSA Report, Image and Billing Portal'.

After you have successfully logged in, click the **Billing Tab** to launch the billing application.



The screenshot shows the MobilexUSA MXLive dashboard after a successful login. The address bar displays <https://support.mobilexusa.com/mxlive/Default.aspx?tabindex=0&tabid=5>. The MobilexUSA logo is at the top. Below the logo, there is a header bar with the text 'Facility: 18358 - WEB REPORT EXTENDED CARE'. To the right of this header bar is a navigation menu with links: 'Radiology', 'Billing', 'User Management', 'Help', and 'Logoff'. The 'Billing' link is circled in red. Below the navigation menu, there are two tabs: 'Activity Reports' and 'Downloads'. The 'Activity Reports' tab is currently selected.



## Activity Reports

If more than one Activity Report available, user will be prompted to select from an active Activity Report

The screenshot shows the MobileX USA web application in Internet Explorer. The page title is "Activity Reports" and the facility is "18641 - LORIE OF RIVERSIDE". The "Activity Report Listing" table contains the following data:

Invoice Number	Date	Description	Status
16904*08-2010	11-04-2010	Activity report for 16904 - ABC Manor	Not started
16904*09-2010	11-04-2010	Activity report for 16904 - ABC Manor	Not started

If only one invoice is available, the user will be brought into the open invoice.

The screenshot shows the MobileX USA web application in Internet Explorer. The page title is "Activity Reports" and the facility is "18641 - LORIE OF RIVERSIDE". The "Activity Report Listing" table contains the following data:

Invoice Number	Date	Description	Status
16904*08-2010	11-04-2010	Activity report for 16904 - ABC Manor	Not started
16904*09-2010	11-04-2010	Activity report for 16904 - ABC Manor	Not started

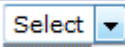
Below the table, there is a section for "Enter your responses online (below) or print the report, complete it, and fax it back. Click here for a PDF version of the report". The "Invoice" section shows "Invoice: 16904\*08-2010" and "Report Generated On: 11/4/2010". The "Activity Report For" section shows "Activity Report For: 16904\*08-2010". The "Status" is "Not started".

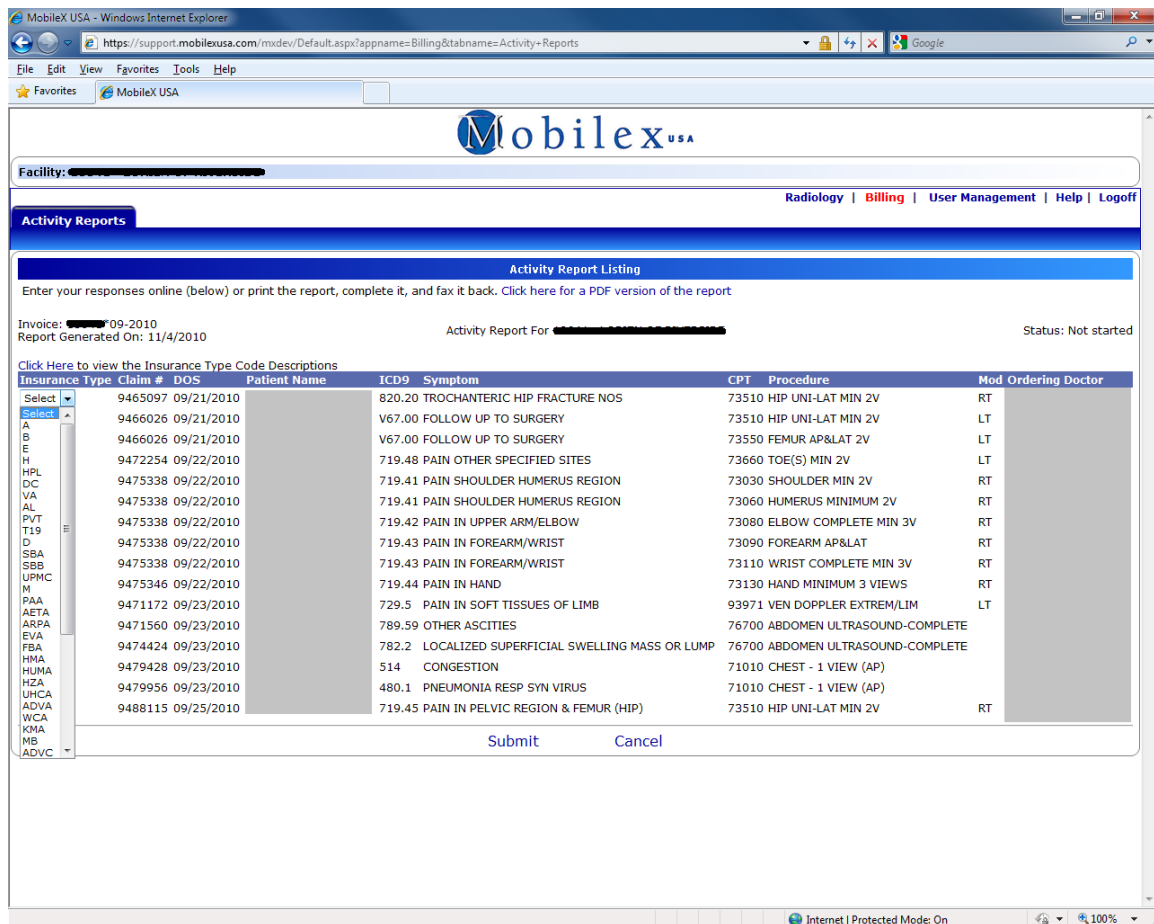
The "Click Here to view the Insurance Type Code Descriptions" section contains a table with the following data:

Insurance Type	Claim ID	Doc	Patient Name	ICD9	Symptom	CPT	Procedure	Mod	Ordering Doctor
Select	9465097	09/21/2010		820.20	TROCHANTERIC HIP FRACTURE NOS	73510	HIP UNI-LAT MIN 2V	RT	
Select	9466026	09/21/2010		V67.00	FOLLOW UP TO SURGERY	73510	HIP UNI-LAT MIN 2V	LT	
Select	9466026	09/21/2010		V67.00	FOLLOW UP TO SURGERY	73550	FEMUR AP&LAT 2V	LT	
Select	9472254	09/22/2010		719.48	PAIN OTHER SPECIFIED SITES	73660	TOE(S) MIN 2V	LT	
Select	9475338	09/22/2010		719.41	PAIN SHOULDER HUMERUS REGION	73030	SHOULDER MIN 2V	RT	
Select	9475338	09/22/2010		719.41	PAIN SHOULDER HUMERUS REGION	73060	HUMERUS MINIMUM 2V	RT	
Select	9475338	09/22/2010		719.42	PAIN IN UPPER ARM/ELBOW	73080	ELBOW COMPLETE MIN 3V	RT	
Select	9475338	09/22/2010		719.43	PAIN IN FOREARM/WRIST	73090	FOREARM AP&LAT	RT	
Select	9475338	09/22/2010		719.43	PAIN IN FOREARM/WRIST	73110	WRIST COMPLETE MIN 3V	RT	
Select	9475346	09/22/2010		719.44	PAIN IN HAND	73130	HAND MINIMUM 3 VIEWS	RT	
Select	9471172	09/23/2010		729.5	PAIN IN SOFT TISSUES OF LIMB	93971	VEN DOPPLER EXTREM/LIM	LT	
Select	9471560	09/23/2010		789.59	OTHER ASCITIES	76700	ABDOMEN ULTRASOUND-COMLETE		
Select	9474424	09/23/2010		782.2	LOCALIZED SUPERFICIAL SWELLING MASS OR LUMP	76700	ABDOMEN ULTRASOUND-COMLETE		
Select	9479428	09/23/2010		514	CONGESTION	71010	CHEST - 1 VIEW (AP)		
Select	9479956	09/23/2010		480.1	PNEUMONIA RESP SYN VIRUS	71010	CHEST - 1 VIEW (AP)		
Select	9488115	09/25/2010		719.45	PAIN IN PELVIC REGION & FEMUR (HIP)	73510	HIP UNI-LAT MIN 2V	RT	

At the bottom of the page, there are "Submit" and "Cancel" buttons.

## Insurance Type Entry

- Click the  drop down box to display a list of possible insurance types.
  - The drop down list only displays the code.
- Select a code from the dropdown list.
- After a code is selected, the drop down list will close.
- Repeat these steps for each patient on the Activity Report
- Click Submit, when completed.
- You can save your progress at any time by clicking Submit
  - The activity report will close after all the patient insurance types are entered.



MobileX USA - Windows Internet Explorer

https://support.mobilexusa.com/mxdev/Default.aspx?appname=Billing&tabname=Activity+Reports

File Edit View Favorites Tools Help

MobileX USA

Mobilex USA

Facility: [REDACTED]

Radiology | Billing | User Management | Help | Logoff

Activity Reports

Activity Report Listing

Enter your responses online (below) or print the report, complete it, and fax it back. [Click here for a PDF version of the report](#)

Invoice: [REDACTED] 09-2010 Activity Report For: [REDACTED] Status: Not started

Report Generated On: 11/4/2010

[Click Here to view the Insurance Type Code Descriptions](#)

Insurance Type	Claim #	DOS	Patient Name	ICD9	Symptom	CPT	Procedure	Mod	Ordering Doctor
Select	9465097	09/21/2010		820.20	TROCHANTERIC HIP FRACTURE NOS	73510	HIP UNI-LAT MIN 2V	RT	
Select	9466026	09/21/2010		V67.00	FOLLOW UP TO SURGERY	73510	HIP UNI-LAT MIN 2V	LT	
A	9466026	09/21/2010		V67.00	FOLLOW UP TO SURGERY	73550	FEMUR AP&LAT 2V	LT	
B	9472254	09/22/2010		719.48	PAIN OTHER SPECIFIED SITES	73660	TOE(S) MIN 2V	LT	
E	9475338	09/22/2010		719.41	PAIN SHOULDER HUMERUS REGION	73030	SHOULDER MIN 2V	RT	
H	9475338	09/22/2010		719.41	PAIN SHOULDER HUMERUS REGION	73060	HUMERUS MINIMUM 2V	RT	
HPL	9475338	09/22/2010		719.42	PAIN IN UPPER ARM/ELBOW	73080	ELBOW COMPLETE MIN 3V	RT	
DC	9475338	09/22/2010		719.43	PAIN IN FOREARM/WRIST	73090	FOREARM AP&LAT	RT	
VA	9475338	09/22/2010		719.43	PAIN IN FOREARM/WRIST	73110	WRIST COMPLETE MIN 3V	RT	
AL	9475346	09/22/2010		719.44	PAIN IN HAND	73130	HAND MINIMUM 3 VIEWS	RT	
PVT	9471172	09/23/2010		729.5	PAIN IN SOFT TISSUES OF LIMB	93971	VEN DOPPLER EXTREM/LIM	LT	
T19	9471560	09/23/2010		789.59	OTHER ASCITIES	76700	ABDOMEN ULTRASOUND-COMplete		
D	9474424	09/23/2010		782.2	LOCALIZED SUPERFICIAL SWELLING MASS OR LUMP	76700	ABDOMEN ULTRASOUND-COMplete		
SBA	9479428	09/23/2010		514	CONGESTION	71010	CHEST - 1 VIEW (AP)		
SBB	9479956	09/23/2010		480.1	PNEUMONIA RESP SYN VIRUS	71010	CHEST - 1 VIEW (AP)		
UPMC	9488115	09/25/2010		719.45	PAIN IN PELVIC REGION & FEMUR (HIP)	73510	HIP UNI-LAT MIN 2V	RT	

Submit Cancel

- To display a list of insurance code descriptions click the “Click Here” link directly above the Insurance Type column.
  - This page can be printed for later use.
- Click the Back button on you internet browser to return to the Activity Report page.



## Per Diem Entry

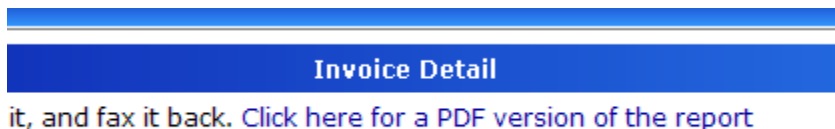
If the activity report displays the Per Diem entry under the activity report, please provide the total days for the current invoice month in the association per diem category.

Per Diem Description	Per Diem Days
Medicare Part A Per Diem Days for SEPTEMBER 2010	<input type="text"/>
Managed Care Per Diem Days for SEPTEMBER 2010	<input type="text"/>
VA Medicare Part A Per Diem Days for SEPTEMBER 2010	<input type="text"/>

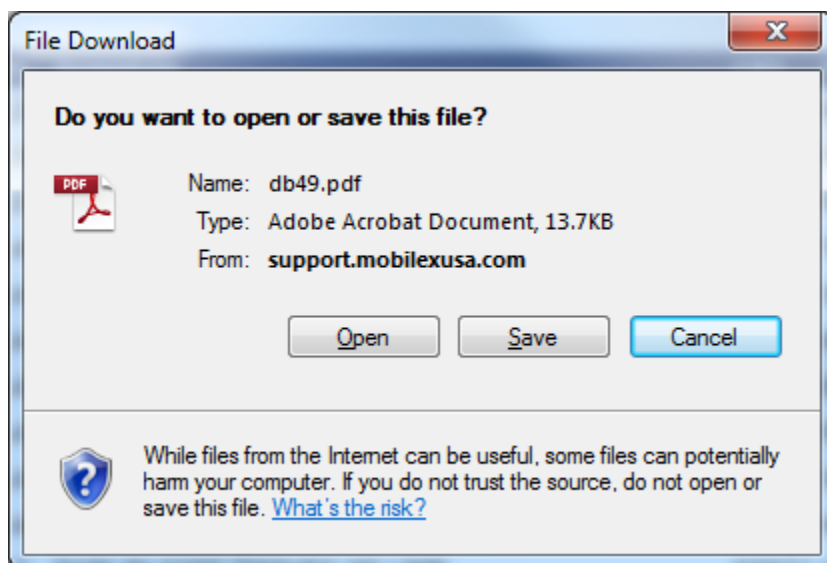
## Print and Fax Activity Report

The system also allows the user to print the activity report, manually enter the data, and fax the report back to the MobilexUSA billing center.

- Click the **Click here for a PDF version of the Report.**



- You will be prompted to download the PDF File



- Click **Open** to open the PDF File
- Your system will open the file in your PDF viewer

Claim #	DOB	Patient Name	Insurance Type	ICD9	Symptom	CPT	Mod	Procedure	Ordering Doctor
991118	09/01/2010	V	30		780.2 SYNCOPE AND COLLAPSE	93.05		ENG WITHOUT INTERP	D. 3.
9418543	09/08/2010	V			719.44 PAIN IN HAND	79130	RT	HAND MINIMUM 3 VIEWS	D. 3.
9479842	09/23/2010	C			719.41 PAIN SHOULDER HUMERUS REGION	75030	RT	SHOULDER MIN 2V	D. 3.
9479842	09/23/2010	C			719.43 PAIN IN FOREARM/WRIST	75090	RT	FOREARM AP/LAT	D. 3.
9480305	09/24/2010	S	/		780.97 ALTERED MENTAL STATUS	71010		CHEST - 1 VIEW (AP)	D. 3.

\_\_\_\_ Medicare Part A Per Diem Days for SEPTEMBER 2010

\_\_\_\_ Managed Care Per Diem Days for SEPTEMBER 2010

\_\_\_\_ VA Medicare Part A Per Diem Days for SEPTEMBER 2010

Please Print Your Name \_\_\_\_\_ Date \_\_\_\_\_

- Print to your local printer
- Fill out the insurance type for each patient listed
- Fill out the per diem days if applicable
- Fax completed form to the fax number listed in the top section of the Activity Report.

## Invoices

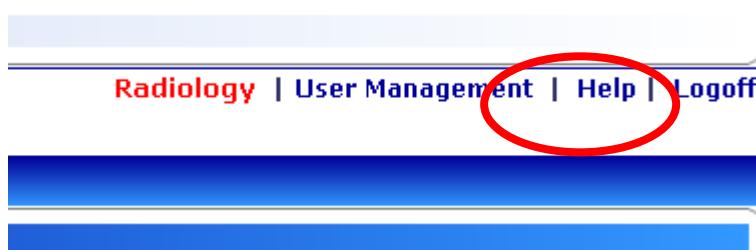
Available invoices can be found under the Downloads tab



## Other Tools

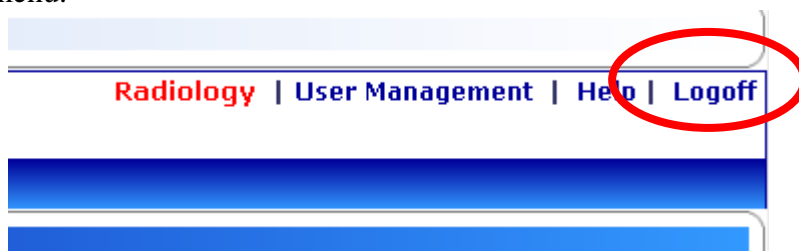
### Help

To display / print the newest version of the MobilexUSA On-Line System user manual, click the HELP option on the main menu. Adobe PDF viewer is required to display the document.



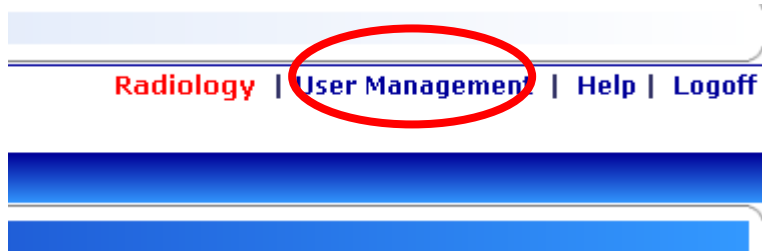
### Logoff

To logoff off of the MobilexUSA On-Line system, lick the LOGOFF option on the main menu.

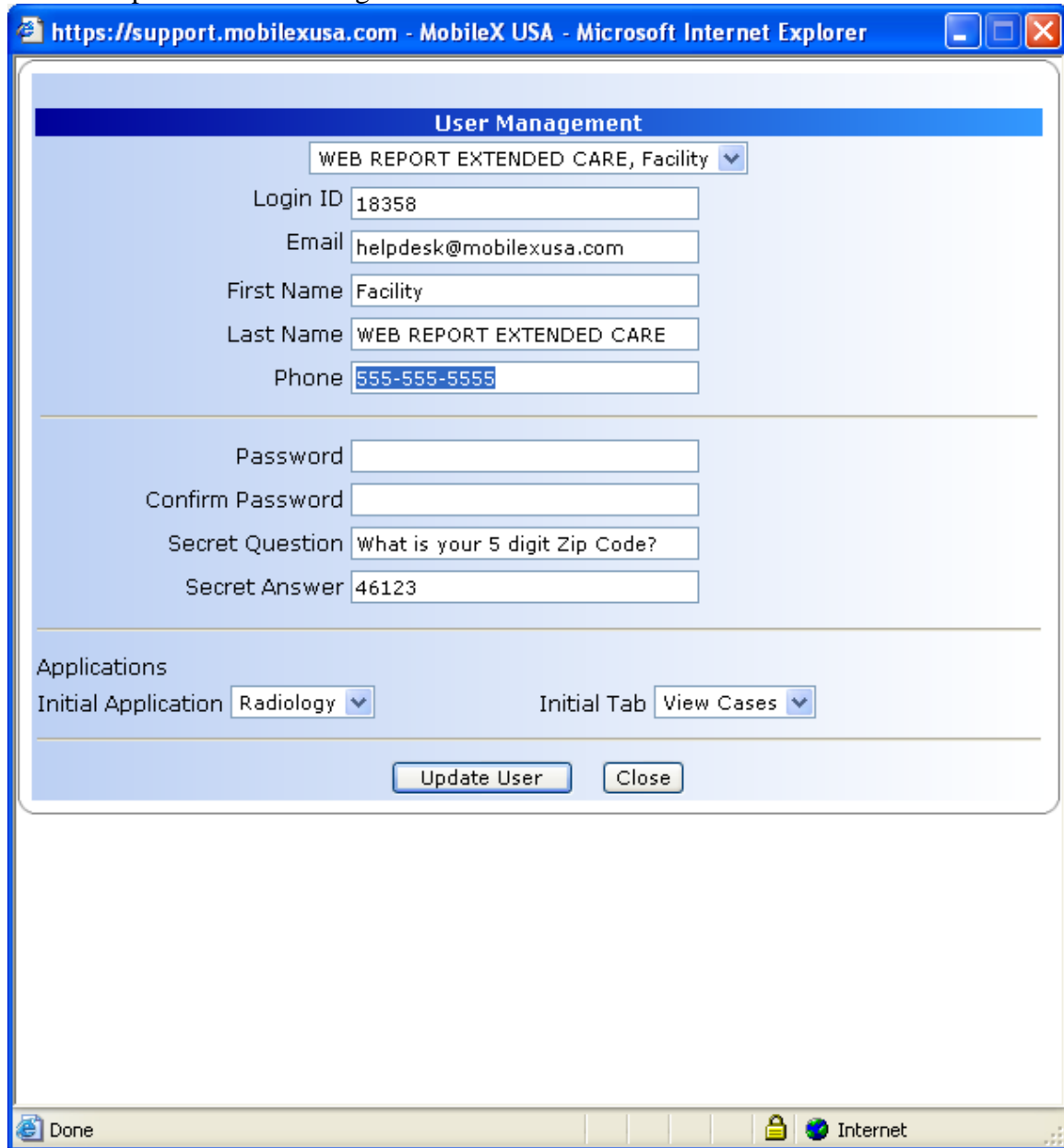


## User Management

To edit your user settings, click on the User Management option on the main menu.



This will open the User Management Screen.

A screenshot of a web browser window titled 'https://support.mobilexusa.com - MobileX USA - Microsoft Internet Explorer'. The browser shows a 'User Management' form. At the top of the form is a dropdown menu with 'WEB REPORT EXTENDED CARE, Facility' selected. Below this are input fields for 'Login ID' (18358), 'Email' (helpdesk@mobilexusa.com), 'First Name' (Facility), 'Last Name' (WEB REPORT EXTENDED CARE), and 'Phone' (555-555-5555). A horizontal line separates these from the password section, which includes 'Password', 'Confirm Password', 'Secret Question' (What is your 5 digit Zip Code?), and 'Secret Answer' (46123). Another horizontal line follows. The 'Applications' section has 'Initial Application' set to 'Radiology' and 'Initial Tab' set to 'View Cases'. At the bottom are 'Update User' and 'Close' buttons. The browser's status bar at the bottom shows 'Done' and 'Internet'.